SCHOLARS AT RISK
NETWORK CANADA SECTION

Terms of Reference for Scholars at Risk – Canada Section (SARCAN)

Modified as per section meeting (Zoom) – May 23rd, 2023

With the view to promoting Scholars at Risk (SAR) and facilitating the network's activities in Canada, the Scholars at Risk – Canada Section – was formally launched in Toronto in 2012.

1. The Canadian section of Scholars at Risk (hereafter called SARCAN) includes all SAR members and SAR affiliated members in Canada. SARCAN is a bilingual organization (French and English). SARCAN is not an independent financial or juridical subject and cannot take on independent financial or juridical responsibility. In case of inconsistency between these Terms of Reference and the bylaws of SAR, the bylaws of SAR take priority.

2. Mandate for SARCAN:
   a. Promoting the values, aims, and activities of Scholars at Risk.
   b. Preparing and carrying out joint activities.
   c. Support the efforts of the SAR International Secretariat to encourage new academic institutions to join the network.
   d. Developing relations with external partners supporting the Scholars at Risk values and aims.
   e. Encouraging and supporting the work of student chapters and groups.
   f. Recruitment and follow up of individual SAR scholars is not the responsibility of SARCAN.

3. The decision-making body of SARCAN is the General Assembly.
   a. The General Assembly consists of all primary SARCAN contacts, or a designated alternative, who will act as representatives of member institutions in good standing (according to SAR bylaws).
   b. Meetings of the General Assembly of SARCAN will take place at least every two years starting in June 2016. Meetings can be in person or virtual (choice of suitable platform to be agreed by the group).
   c. The General Assembly shall not deliberate and decide validly unless all members have been invited to the meeting at least two weeks prior to the meeting date.
   d. Members, or designates, who cannot attend the meeting in person or virtually may give permission for the Chair or another member in good standing to act as their proxy.
   e. All decisions must be introduced as motions and supported by a minimum of two attending members by a show of hands or written indication to the Chair in the case of virtual participation.
   f. All decisions must be carried by a two-thirds majority of the members in attendance at the meeting.

4. The SARCAN General Assembly will typically elect six primary SAR contact persons to function as the SARCAN Steering Committee for a period of two years.
    a. The Steering Committee is responsible for the leadership of SARCAN according to the mandate outlined above and guided by decisions made by the General Assembly.
    b. The Steering Committee members represent different regions in Canada and reflect the country's language diversity. Specific roles are assigned among Steering Committee members based on expertise, availability and interest. Ad hoc working groups may also be formed to support specific initiatives, like the national hosting program and the francophone members' group.
    c. Mandate on the Steering Committee is renewable up to an additional two terms, for a maximum total term of 6 years. Members who have completed 3 terms, are eligible for a reappointment to the Steering Committee after a 4 years break.
    d. A Chair or Co-Chairs of the Steering Committee can be appointed through a consensus based process among the Steering Committee Members. The Chair (s) could only serve for a term of two years during the six years mandate on the Steering Committee.
    e. The Chair is responsible for inviting all members to the General Assembly at least two weeks before the date of the meeting.
    f. Specific areas of work for the Steering Committee are:
        i. Representing SARCAN on the SAR International Advisory Committee, at Congress and at other SAR Global meetings.
        ii. Managing the SARCAN email account and listserv – replying to or directing requests as required.
        iii. Overseeing social media platforms, producing a members' newsletter (minimum twice/year), and coordinating with SAR Global to ensure the SARCAN webpage is up to date.
        iv. Coordinating, supporting and/or organizing speaking invitations, events and training sessions for the SARCAN section as needed.
        v. Working on immigration issues and advocating for the creation of a national hosting program in Canada.
            a. Providing advice, direction and strategic guidance to SARCAN and member institutions regarding hosting scholars and the development of their SAR programs. Facilitation of the sharing of good practices among member institutions.
        vi. Expanding membership and promoting SAR among Canadian Francophone universities and connections with Francophone universities across the network.

5. The SARCAN Steering Committee will receive administrative support from the SARCAN Secretariat.
    a. The SARCAN Secretary participates in the SARCAN Steering Committee meetings.
    b. The SARCAN Secretary is responsible for:
        i. Scheduling and setting up the SARCAN Steering Committee meetings and taking minutes.

ii. Collecting and disseminating information, including through social media.
iii. Maintaining the SARCAN listserv for institutional representatives.
iv. Liaising with SAR member institutions.
v. Receiving nominations for the election of SARCAN Steering Committee elections, circulating profiles and setting up the election.
vi. Coordinating events for the SARCAN Steering Committee, including SARCAN Member meetings.
vii. Collecting information for, drafting and disseminating the SARCAN newsletter.
viii. Collecting SARCAN survey data from the membership, maintaining the survey database, and disseminating survey results.